

BOARD OF COMMISSIONERS MEETING
May 27, 2015
MINUTES

The Board of Commissioners for Rockville Housing Enterprises met in Regular Session on April 15, 2015 at 621 A Southlawn Lane, Rockville MD 20850.

PRESENT

Chair Rae Canizares
Vice Chair Henry Battle
Commissioner Edward Duffy

IN ATTENDANCE

Executive Director Jessica Anderson
Ms. Erin Wilson, COR Liaison
Shenita King, RHE Finance Manager

6:30 PM Call to Order:

Chair Rae Canizares called the meeting of Rockville Housing Enterprises to order. Commissioner Steve Marr was not in attendance with an excused absence.

6:31 PM CONSENT ITEMS:

Chair Canizares noted that the first item on the agenda was the approval of the minutes for the Regular Session Meeting of Rockville Housing Enterprises April 15, 2015. Commissioner Edward Duffy offered a motion to approve the minutes for April 15, 2015 as written. Commissioner Henry Battle offered a second. All present voted aye.

6:40 PM CITIZENS FORUM:

There were no Citizens present asking to address the Commissioners at this time.

6:41 PM INFORMATION EXCHANGE:

Executive Director's Report

- Participated in the monthly meeting on April 15, 2015 with Humphry Management personnel.
- Mentor *Lunch & Learn* April 18, 2015. The topic was on employment and how to find out what you want to do and what field you want to work.
- The Annual Plan was posted for Public Review per the regulatory requirements. Copies are available for review at City Hall and RHE administrative offices. The Public Hearing is set for June 24, 2015. The Board Meeting and public hearing will be combined.
- Worked with both the RHE Program auditor and RELP auditor to complete audit reports. The audit report will be presented in detail during the next Board

Meeting. There were two findings. The first findings were related to mistakes found in tenant files regarding income calculation mistakes and FSS tenant files regarding sending out annual escrow balance letters to FSS participants. The second finding was related to the depreciation and capitalization journal entries for Fireside. Going forward the auditor will provide the depreciation and capitalization entries.

- HUD Davis Bacon Audit was conducted on April 20, 2015. There were no findings.
- The Capital Fund monies of \$132,000 have been funded.
- HCV program utilization information for month ending April 2015 was 96.1% utilization for vouchers units leased and 81.26% budget utilization. Calendar Year to date the utilization of vouchers is 97.01% and calendar year to date budget utilization is 94.72%. RHE received an additional \$80,000 in HAP funding for the month of April. RHE will pull families from the waiting list to utilize the additional HAP funding.
- “Doughnuts with Dads” Father’s Day Celebration will take place on June 6, 2015.
- Nourish Now is sponsoring their annual fundraiser “A Night in Vegas” on June 6, 2015. RHE’s very own FFS Coordinator Tosha Dyson has been asked to be a speaker at the event.
- RHE will hire a RAD Project Manager to re-evaluate a different financing methodology and work with the HUD assigned technical advisor.
- TARs as of 4/30/15 was \$10,078. The remaining April Rent Balance as of 5-15-15 was \$ 8669.37. There were 17 summons issued for non-payment of rent.
- Fireside Occupancy for the month of April was 95%.

6:45 CITY OF ROCKVILLE REPORTS: Erin Wilson

1. Ms. Wilson presented the Southlawn Industrial Study time line and provided handouts regarding the study. It was requested that RHE residents participate in the presentations that will be held at the David Scull Community Center.
2. The CDBG application process will begin in June. The Public Hearing will be in July with the applications due in August.
3. The Housing Needs Study was approved by City Council.

7:00 ACTION & DISCUSSION ITEMS:

Four Logos were designed for RHE by Ms. Dyson’s husband. The Commissions present reviewed the logos. It was decided to hold the vote to approve a logo until Commissioner Marr returned from vacation. A motion was presented to approve the donation of partnership fees earned from the RELP tax credit partnership to the Voucher program to support the administrative costs for fiscal year ending September 2014. Commissioner Duffy moved to approve the donation of funds, Commissioner Battle second the motion, All Commissioners present voted yes.

7:10 COMMISSIONERS COMMENTS:

It was noted that a letter to the RHE residents and program participants apprising them of the vacant seat on the Board of Commissioners should be sent.

7:30 ADJOURN:

Having no further business to come before the Board, Chair Canizares called for the meeting to adjourn. Commissioner Duffy offered a motion to adjourn. Commissioner Battle offered a second. All voted aye.